

ITEM NO. _____

PREPARED BY: Diep Tran

COMMISSIONER _____

APPROVED BY: _____

RESOLUTION APPROVING CONTRACT IN THE AMOUNT NOT TO EXCEED \$49,100.00 WITH MEDFAC ENGINEERING, LLC FOR PROVIDING ENGINEERING SERVICES FOR ELEVATOR MODERNIZATION AT 157 POPLAR; AND THIS ITEM REQUIRES EXPENDITURE OF COUNTY CIP FUNDS IN THE AMOUNT OF \$49,100.00 FROM THE FY 2009-2010 BUDGET FOR CIP NUMBER 307372, 157 POPLAR. SPONSORED BY COMMISSIONER DEIDRE MALONE.

WHEREAS, The County intends to renovate and restore to full operation the Shelby County Office Building (SCOB) at 157 Poplar as part of a comprehensive plan for office space efficiency in its downtown buildings; and

WHEREAS, The County has the need to hire a Consultant for Design, Bid and Project Construction Administration for Elevator Modernization at the Shelby County Office Building; and

WHEREAS, Request for Proposal was requested and received on November 4, 2009, with the best bid being submitted by MEDFAC Engineering, LLC in the amount of \$49,100.00; and

WHEREAS, The Consultant has the knowledge and expertise to provide such services; and

WHEREAS, Funds are available in CIP Project Number 307372, 157 Poplar; and

WHEREAS, It is necessary to appropriate funds in the amount not to exceed \$49,100.00 to fund this contract.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SHELBY COUNTY, TENNESSEE, That the contract with MEDFAC Engineering, LLC in the amount not to exceed \$49,100.00 for engineering services for elevator modernization at 157 Poplar is hereby approved.

BE IT FURTHER RESOLVED, That funds in the amount not to exceed \$49,100.00 be and are hereby appropriated from CIP Project Number 307372, 157 Poplar.

BE IT FURTHER RESOLVED, That the County Mayor is hereby authorized to execute any and all documents necessary to the intents of this resolution, executed copies of which documents shall be placed on file in Contracts Administration and Purchasing

Department.

BE IT FURTHER RESOLVED, That the County Mayor and the Director of Administration and Finance are authorized to issue their warrant or warrants in an amount not to exceed \$49,100.00 to MEDFAC Engineering, LLC for the purposes contained in this resolution and to take proper credit in their accounting therefor.

Joe Ford
Interim Mayor

Date _____

ATTEST:

Clerk of County Commission

ADOPTED _____

SUMMARY

I. Description of Item

The Shelby County Office Building (SCOB) was constructed in 1959. It contains five stories, including the basement, and provides approximately 59,000 square feet of conditioned office space. Current building occupants include: Election Commission, Jury Commission, and the District Attorney General's (DAG) Office. The building furnishings, mechanical systems, electrical systems, and supporting infrastructure are approximately 50 years old and well beyond their intended useful life. The County intends to renovate and restore to full operation the SCOB, as part of a comprehensive plan for office space efficiency in its downtown buildings.

This resolution pertains to the upgrade of the elevator systems of the SCOB. The attached resolution recommends approval of a contract with MEDFAC Engineering, LLC for the provision of engineering services for elevator modernization at 157 Poplar. MEDFAC Engineering, LLC, an LOSB and Woman-owned business submitted the best bid in the amount of \$49,100.00. Funds are available in the FY 2009-2010 Budget for CIP Project Number 307372, 157 Poplar.

II. Source and Amount of Funding

A. Amount Expended/Budget Line Item

FY 2009-2010 CIP PROJECT NO. 307372, 157 POPLAR

Original Allocation	\$5,000,000.00
Prior Appropriations – Other Resolutions	(\$1,030,000.00)
Pending Appropriations – Other Resolutions	<u>(326,516.00)</u>
Unappropriated Balance	\$3,643,484.00
This Appropriation	<u>(49,100.00)</u>
Unappropriated Balance, if Approved	<u>\$3,594,484.00</u>

B. All Costs (Direct/Indirect)

Contract Amount	<u>\$49,100.00</u>
Total Projected Expense	<u>\$49,100.00</u>

C. Additional or Subsequent Obligations or Expenses of Shelby County

None.

III. Contract Items

A. Type of Contract: County/Consultant Agreement.

B. Terms – Commence upon the execution of the contract and continue until the Services are complete, not to exceed 60 calendar days until completion of Phase 1, not to exceed 330 days from date of Bid until contract close out.

IV. Additional Information Relevant to Approval of this Item

Administration recommends approval of this Resolution.